

**Letter to Households**  
**Notification of Results of Verification of Eligibility**

Names of Children \_\_\_\_\_

School Name \_\_\_\_\_ Date \_\_\_\_\_

We have completed verification of your children's eligibility for school meal benefits.

- ☐ The material you provided is sufficient to verify the free or reduced-price benefits for your children will continue without change.

Beginning [**From date sent, three calendar days for increase in benefits, 10 calendar days for decrease in benefits**], your children's eligibility for free or reduced-price benefits will be:

- ☐ Changed from reduced-price to free. Your children will receive meals at no cost.
- ☐ Changed from free to reduced-price eligibility. The reduced-price charge is: .40¢ for lunch and .30¢ for breakfast.
- ☐ Stopped for the following reason(s):
- ☐ You are not currently covered under a Food Stamp, TANF, or FDPIR case number. You may submit an application with income information.
  - ☐ Your income is over the allowable amount for free and reduced-price meals.
  - ☐ You did not provide proof of current eligibility. The following information is missing: \_\_\_\_\_.

If you are not eligible for benefits now, but have a decrease in household income, become unemployed, have an increase in the size of your household, or begin receiving Food Stamps, TANF, or FDPIR benefits, you may fill out an application at that time to reapply for benefits.

If you do not agree with the verification results, you may discuss it with the school's determining official. You also have the right to a fair hearing. If you request a hearing before the date stated above, your children will continue to receive free or reduced-price meals until the decision of the hearing official is made. You may request a fair hearing by calling or writing to:

\_\_\_\_\_  
[Hearing Official]

\_\_\_\_\_  
[Address/Telephone]

We appreciate your cooperation and support during this process. If you have any questions concerning our program, please feel free to contact our office.

Sincerely, [Name]

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